

**RAPID SPACECRAFT DEVELOPMENT OFFICE  
POLICY ON  
REIMBURSEMENT FOR SERVICE  
June 11, 1998**



**Purpose:**

This Rapid Spacecraft Development Office (RSDO) policy defines which customers must reimburse the RSDO for the use of the Rapid Spacecraft Acquisition contracts and services, defines the extent of the reimbursement and outlines an appropriate method for transferring funds.

**Background:**

The Rapid Spacecraft Acquisition resulted in 8 indefinite delivery indefinite quantity contracts, which are available to any US Government agency or private sector institution working on NASA's behalf for NASA missions or through a competitive Announcement of Opportunity process. Other US Government agencies may use the contracts and the services of the RSDO, provided the RSDO is reimbursed for the cost of the services.

**Authority:**

NASA Financial Management Manual, Chapter 9090, Reimbursable Agreements, defines the Agency policy for reimbursement for government services.

This approach was reviewed as part of the NASA GSFC acquisition strategy process and approved at the NASA HQ acquisition strategy meeting. These contracts have been made available under NASA's Contract Consolidation Initiative (CCI) and OMB/OFPP has also been briefed and concurred.

**Policy:**

Non-Reimbursing Customers

Since NASA's Space Science and Earth Science Enterprises funded the initial startup costs associated with the RSDO contracts, the use of these contracts is available free of charge for any NASA endeavor. This includes NASA field centers, Government research laboratories and private institutions engaged in NASA initiatives.

Reimbursing Customers

The use of RSDO contracts and services shall be available to other US Government agencies for non-NASA missions on an as available and reimbursable basis.

-- Reimbursement Scale: The reimbursement for RSDO services shall be 1.5% of the delivery order value payable upon approval of a signed delivery order.

-- Reimbursement Limit: The reimbursement paid to the RSDO for any single delivery order shall not exceed \$150K.

-- Reimbursement Rate: The reimbursement rate will be reviewed biannually in accordance with NASA FMM 9080.

-- Reimbursement Method: The customer's agency shall use the most expedient method of transferring funds appropriate. It is expected that the primary method of transferring funds will be Interdepartmental Purchase Request.

-- Use of Reimbursed Funds: Funds collected from reimbursing customers for RSDO support shall be used only for RSDO efforts.

---

W. James Adams, Chief                      Date  
Rapid Spacecraft Development Office